

**Mayor's Task Force on Budget and Efficiency
Special Meeting Minutes - July 10, 2012**

A Special Meeting of the Mayor's Task Force on Budget and Efficiency was held on **Tuesday, July 10, 2012** at 5:30 p.m. in the City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut. The following members were in attendance: Richard Miecznikowski, Co-Chairman and John Smith, Co-Chairman; Council Members: Kevin Fuller and Eric Carlson; Commissioners: Chris Wilson and Lisa Casey. Absent: Commissioner Paul Tonon.

"July 6, 2012

Ladies and Gentleman:

A Special Meeting of the Mayor's Task Force on Budget and Efficiency will be held on **Tuesday, July 10, 2012** at 5:30 p.m. in the City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

Agenda

1. Call to order.
2. Approval of the June 26, 2012 minutes, and to take any action as necessary.
3. Discussion with Walter Veselka, Public Works Director, and to take any action as necessary.
4. Report and discussion regarding the meeting with the Parks & Recreation Department Director, and to take any action as necessary.
5. Review of "FOUR YEAR ACTUAL COMPARISON" report compiled by the Comptroller's Office, and to take any action as necessary.
6. Discussion of Task Force member assignments regarding departmental visitations and data gathering, including establishing timelines and presentations to the full task force, and to take any action as necessary.
7. Discussion of agenda for the July 26, 2012 meeting, and to take any action as necessary.
8. Adjournment.

PER ORDER OF
RICHARD MIECZNIKOWSKI, CO-CHAIRMAN
JOHN SMITH, CO-CHAIRMAN"

1. Call to order.

Co-Chairman Smith called the meeting to order at 5:30 p.m.

2. Approval of the June 26, 2012 Special Meeting minutes, and to take any action as necessary.

On motion of Council Member Carlson and seconded by Council Member Fuller, it was unanimously voted to: Approve the minutes of the June 26, 2012 Special Meeting.

3. Discussion with Walter Veselka, Public Works Director, and to take any action as necessary.

Public Works Director Veselka addressed the committee regarding the Public Works budget, that it encompassed 9 divisions, and 12 separate budgets, and that it was heavy in salary and energy costs. He outlined various cost saving measures taken over the past eight years to make the department more efficient and effective.

Discussion was held regarding an initiative to consolidate and reduce the number of rubbish and recycling routes, lessen the tonnage brought to the trash to energy plant, and the potential altering of staff work schedules to utilize straight time at the recycling center (landfill).

Discussion was also held regarding job description modifications to better utilize staffing levels, further sharing of equipment between City departments, and the potential combination of in-house and contract services for certain maintenance functions.

Co-Chairman Smith questioned whether the ability existed to control the building systems for various City buildings. He noted the Board of Education can control all their buildings remotely.

Director Veselka noted that three buildings had the ability to be remotely controlled at present, but he plans to request to upgrade the software through the upcoming budget process, which would allow additional buildings to be controlled remotely.

Further discussions were held regarding the potential use of Board of Education software used to map out school bus routes, to utilize that software to assist in remapping the rubbish and recycling routes; potential expense reductions available for the next budget cycle, GPS tracking of vehicles to determine missed houses or potential route adjustments, and changes that would be needed in union contracts to allow more flexibility with the work force.

4. Discussion of Task Force member assignments regarding departmental visitations and data gathering, including establishing timelines and presentations to the full task force, and to take any action as necessary.

On motion of Council Member Carlson and seconded by Council Member Fuller, it was unanimously voted to: Move to Agenda Item #6, discussion of Task Force assignments.

Co-Chairman Smith announced the task force member assignments for various departmental meetings.

Police:	Paul Tonon and Kevin Fuller
Fire:	Chris Wilson and Eric Carlson
Information Sys.:	Chris Wilson and Kevin Fuller
Bd. of Education:	Rich Miecznikowski, John Smith and Lisa Casey
Library:	Rich Miecznikowski and Paul Tonon
Personnel:	Lisa Casey and Eric Carlson
Purchasing:	John Smith and Chris Wilson

Capital Budget: Rich Miecznikowski and John Smith

At 6:14 p.m. following the assignment announcements, Council Members Carlson and Fuller left the meeting.

5. Report and discussion regarding the meeting with the Parks & Recreation Department Director, and to take any action as necessary.

Co-Chairmen Miecznikowski and Smith presented the results of a meeting they had with Park & Recreation Superintendent Swicklas. They reported that Supt. Swicklas had several suggestions regarding the parks, including the operation of the Giammatti swimming pool. They noted that further investigation would be needed to determine whether the pool could be handled by outside contractors, or whether any other suggestions could result in more efficient operations for the department.

6. Review of "FOUR YEAR ACTUAL COMPARISON" report compiled by the Comptroller's Office, and to take any action as necessary.

Discussion was held regarding benefit costs, that they were accounted for in the miscellaneous section of the budget for efficiency, and not within each departmental budget, which could assist in determining the entire cost of a certain operation. Also discussed were matters of upcoming Heart and Hypertension exposure, Workers' Compensation, and health & wellness initiatives. It was noted that the Insurance Committee of the Board of Finance was working on options regarding these matters.

Co-Chairman Smith noted that due to the in-depth nature of the four year comparison report, a subcommittee may need to be formed to go through it, and would be discussed further at the next meeting.

7. Discussion of agenda for the July 26, 2012 meeting, and to take any action as necessary.

Due to meeting time constraints, the planned discussion regarding the July 26, 2012 meeting was not held.

8. Adjournment.

At 6:40 p.m. on motion of Commissioner Wilson and seconded by Co-Chairman Miecznikowski, it was unanimously voted to: Adjourn.

Tina K. Bunnell
Recording Secretary